

City of San José
CLASS SPECIFICATION

TITLE: Instrument Control Technician (3761)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Instrument Control Supervisor	Non-exempt

CLASS SUMMARY

Incumbents are responsible for installing, maintaining, repairing, and servicing control instruments and systems. Duties include: repairing, troubleshooting, identifying, isolating and solving system, network and equipment problems; maintaining, operating, installing, adjusting, and calibrating systems and equipment; programming, configuring and optimizing the analytical, recording and electronic or pneumatic control instruments and related equipment; keeping records; filling out work orders; creating and updating engineering drawings; ordering parts and equipment; calculating circuit requirements; and operating computer programs. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Instrument Control Technician classification is the first level of a three-level Instrument Technical series. The Instrument Control Technician is distinguished from the Sr. Instrument Control Technician, which has lead responsibility and performs more complex technical duties.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, extreme temperatures, inadequate lighting, work space restrictions, and intense noises, and may be required to lift up to 50 pounds occasionally.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

High School Diploma or General Equivalency Diploma (G.E.D.) and two years of electronic or electro-mechanical work experience.

Required Licensing (such as driver's license, certifications, etc.)

Valid CA Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of technical instruments
- Knowledge of basic electrical principles
- Knowledge of basic mathematics principles

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- Knowledge of safety principles
- Knowledge of basic mechanical hardware
- Knowledge of basic electronics principles
- Knowledge of P.I.D. control loops
- Knowledge of SCBA equipment
- Knowledge of I.S.A standard symbols and methodology
- Knowledge of basic water treatment plant procedures.
- Ability to follow oral and written instructions

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Skill in drawing and interpreting diagrams and charts
- Skill in using various instrument testing equipment
- Skill in training others in electronic instruments
- Skill in troubleshooting equipment problems
- Skill in calibrating equipment
- Skill in repairing various instruments
- Skill in communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Repairs, troubleshoots, identifies, isolates, and solves system, network, and equipment problems.	Daily 25%
2.	Maintains, operates, installs, adjusts, and calibrates systems and equipment.	Daily 25%
3.	Programs, configures, and optimizes the analytical, recording, and electronic or pneumatic control instruments and related equipment.	Daily 20%
4.	Fills out work orders and maintains records.	Daily 10%
5.	Creates and updates engineering drawings.	Monthly 5%
6.	Orders parts and equipment.	Monthly 5%
7.	Operates computer programs for testing electrical equipment.	Occasionally 5%
8.	Determines and calculates circuit requirements.	Occasionally 5%
9.	Performs other duties of a similar nature or level.	As Required

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*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY Established 5/9/80; Revised & Retitled 01/01, 3761s004 (Formerly titled Instrument Repair Technician; Revised 04/05s005
